

August 22, 2005

WEST VIRGINIA BULLETIN NO. WV330-5-4

SUBJECT: Entry of Cultural Resources Data into PRS

Purpose: To clarify questions from the Service Centers

Expiration Date: July 31, 2006.

After August 1, 2005, the Field Offices will start entering Cultural Resources Data into the Progress Reporting System (PRS). The following guidance is provided to assist you with the data entry of this information:

- 1. Log into PRS.**
- 2. Select *Data Entry* from top toolbar.**
- 3. Select *Cultural Resources* from side panel.**
- 4. Under *Service Details* section:**
 - a. Enter date of service.**
 - b. Tribe – there will be no tribe, unless Bryan Lee notifies your office.**
 - c. Treatment type will be “NO Treatment Type”, unless Bryan Lee has conducted a site visit, at which point he will discuss the issue with the Service Center.**
 - d. National Program - select the program.**
 - e. Agency Affiliation - NRCS is automatically selected.**
 - f. County - County where the practice will be installed.**
- 5. Under *Cultural Resources Section*:**
 - a. Undertakings Reviewed**
 - i. Enter the number of ALL practices in each plan.**
 - ii. Enter the acreage for each practice, with the minimum being one; for example, if you have three pipelines, four springs, and six ponds, the number of acres would be a minimum of thirteen, and greater than thirteen if any of the practices are more than one acre.**

- b. **Undertakings Reviewed that have the Potential to Effect Cultural Resources**
 - i. This is the number of practices ranked PG or G. For example, if there are 30 practices planned, and a worksheet is sent to Bryan Lee to review all 30, and 17 are PG or G, then undertakings reviewed that have the potential to effect are seventeen.
 - ii. Acreage is calculated in the same manner as explained above.
- c. **Field Investigations Conducted**
 - iii. This will be zero, unless Bryan Lee conducts a site visit, and he will contact each office before planning a visit. Field Investigation is conducted by the Cultural Resources Specialist.
 - iv. This will be zero, unless Bryan Lee conducts a site visit.
- d. **Sites Identified**
 - v. Bryan Lee will check the box at the bottom of the Cultural Resources Review Form if a site is present or is not present. He will list multiple sites.
 - vi. Bryan Lee will list the acreage of each site.
- e. **Sites Treated**
 - vii. Will be zero unless treatment type is noted above in part 4.c.
 - viii. Acreage will be noted as well.

All Requests for Cultural Resources Review forms prior to August 1, 2005 have been entered into PRS. Some errors were noted in PRS and all were corrected. Please do not go back and change cultural resources entries entered prior to August 1, 2005.

To receive the current practice list go to <http://efotg.nrcs.usda.gov/treemenuFS.aspx?Fips=54101&MenuName=menuWV.zip>. Proceed to Section II, Part B, Part 1.

If you have questions, or need additional information, please contact Bryan Lee at (304) 284-7591.

/S/

RONALD L. HILLIARD
State Conservationist

DIST: E

